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PAGE 01

IN 406782

TOR:061042Z NOV 74

S E C R E T 060936Z NOV 74 STAFF

CITE [] 25X1A6A

TO: DIRECTOR,

INK ADMIN PERSONNEL

REFS: A, [] 28 MAR 74

B, [] 11 OCT 74

25X1A6A

25X1A6C

25X1A9A 1. WITH THE PROXIMATE ARRIVAL IN [] OF MISS []
 [] COS HAS PREPARED LETTER OF INSTRUCTION FOR MISS []
 WHICH ENVISAGES HER EVENTUALLY TAKING OVER PART, BUT NOT ALL,
 OF THE DUTIES NOW PERFORMED BY MR. [] WHEN LATTER
 RETURNS HQS PCS IN SUMMER 75. A COPY OF THIS LETTER WILL BE
 FORWARDED TO HQS. SINCE MISS [] WILL BE EXPECTED ALSO TO
 PERFORM MANY OF THE SECRETARIAL FUNCTIONS FORMERLY CARRIED
 OUT BY MISS [], AND SINCE SHE DOES NOT HAVE
 MR. [] EXTENSIVE FINANCIAL ACCOUNTING EXPERIENCE,
 STATION PROPOSES HAVE HER PERFORM ONLY THOSE FINANCE
 RESPONSIBILITIES WHICH ORDINARILY ARE REQUIRED FOR A
 "CALSS B" STATION. FOR THESE TASKS, SHE WILL BE DIRECTLY
 RESPONSIBLE TO COS.

2. AS DISCUSSED WITH DIRECTOR OF FINANCE, MR. YALE,

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PAGE 02

IN 406782

TOR:061042Z NOV 74

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DURING HIS RECENT [] TDY, WE INTEND TO MODIFY AND ADD TO THE DUTIES ASSIGNED TO MR. [] WHO, AFTER THE PCS DEPARTURE OF MR. [] WILL HAVE TO ASSUME DIRECT RESPONSIBILITY FOR THE FOLLOWING ADDITIONAL TASKS, WHICH WILL BE REFLECTED IN A MODIFICATION OF MR. [] LETTER OF INSTRUCTION AS FOLLOWS: AUDIT ALL STATION FINANCIAL VOUCHERS, POST AND MAINTAIN "CLASS A" SET OF FINANCIAL RECORDS, PREPARE BUDGET, COMPUTE ALLOTMENTS

25X1A9A

25X1A9A

25X1A9A

25X1A1E AND PREPARE FINANCIAL REPORTS, [] COMPUTE ALLOWANCES AND PREPARE REPRESENTATION REPORT.

25X1A9A 3. II STATION UNDERSTANDING THAT TWO CONTRACT SLOTS (MRS. [] AND SLOT VACATED BY MRS. [] STILL

25X1A9A

25X1A9A AVAILABLE FOR STATION USE. PLEASE CONFIRM. IN ORDER TO

25X1A9A HELP MR. [] CARRY OUT ABOVE EXTRA DUTIES, IF HE SO

DESIRES, STATION HOPES TO OBTAIN THE SERVICES OF A PART-TIME CONTRACT EMPLOYEE, FOR EXAMPLE, SUBJECT OF DIRECTOR 612030. MRS. [] STATION WOULD ASSIGN SUCH A CONTRACT EMPLOYEE TO MR. [] ABOUT THREE MONTHS BEFORE MR. [] DEPARTURE SO THAT PART OF THE TRAINING BURDEN WOULD FALL ON MR. []

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PAGE 03-03

IN 406782

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25X1 5. REQUEST THAT [] DISCUSS ABOVE WITH
DIRECTOR OF FINANCE AND WITH MR. [] BEFORE LATTER'S
RETURN TO [] AND ADVISE CONCURRENCE OF ALL CONCERNED.
E2 IMPDET.

25X1A9A

25X1A6A

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